

FIRE PREVENTION


The best way to prevent fire is to minimize its potential through the observation of safe work practices and housekeeping.

You should observe the following basic rules:

- Keep storage areas neat and clean.
- Avoid accumulating excessive paper products.
- Do not store combustible items such as paper and cardboard against electrical panels, in telephone closets, stairwells, and corridors.
- Do not store flammable or combustible fluids or gases without permission from the building manager.
- Keep lunch rooms and kitchens clean.
- Maintain electrical appliances in good working order. Periodically check for potential electrical hazards such as frayed cords, broken plugs and overloaded electrical outlets. Avoid using extension cords.
- Make sure all electrical appliances and cords are approved by the Underwriters Laboratory (UL).
- Do not block or hamper passageways or exit doors.
- Refrain from stacking items too high or close to the ceiling where they may hamper the operation of sprinkler devices. Nothing should be hung from sprinkler heads or sprinkler piping.

EMERGENCY

CONTACT INFORMATION

FIRE/MEDICAL EMERGENCY	911
PROFESSIONAL AMBULANCE	(617) 492-2700
HARVARD UNIVERSITY POLICE PUBLIC SAFETY	(617) 495-1212
UNIVERSITY OPERATIONS CENTER ALL OTHER AFTER HOUR EMERGENCIES	(617) 495-5560
 <p>ADMINISTRATION BUSINESS HOURS</p>	<p>Todd Rutledge</p> <p>617-495-4860</p> <p>Assistant Manager Operations</p>



HARVARD
Faculty of Arts and Sciences

BEREN TENNIS CENTER

EMERGENCY PROCEDURES




71 NORTH HARVARD ST.

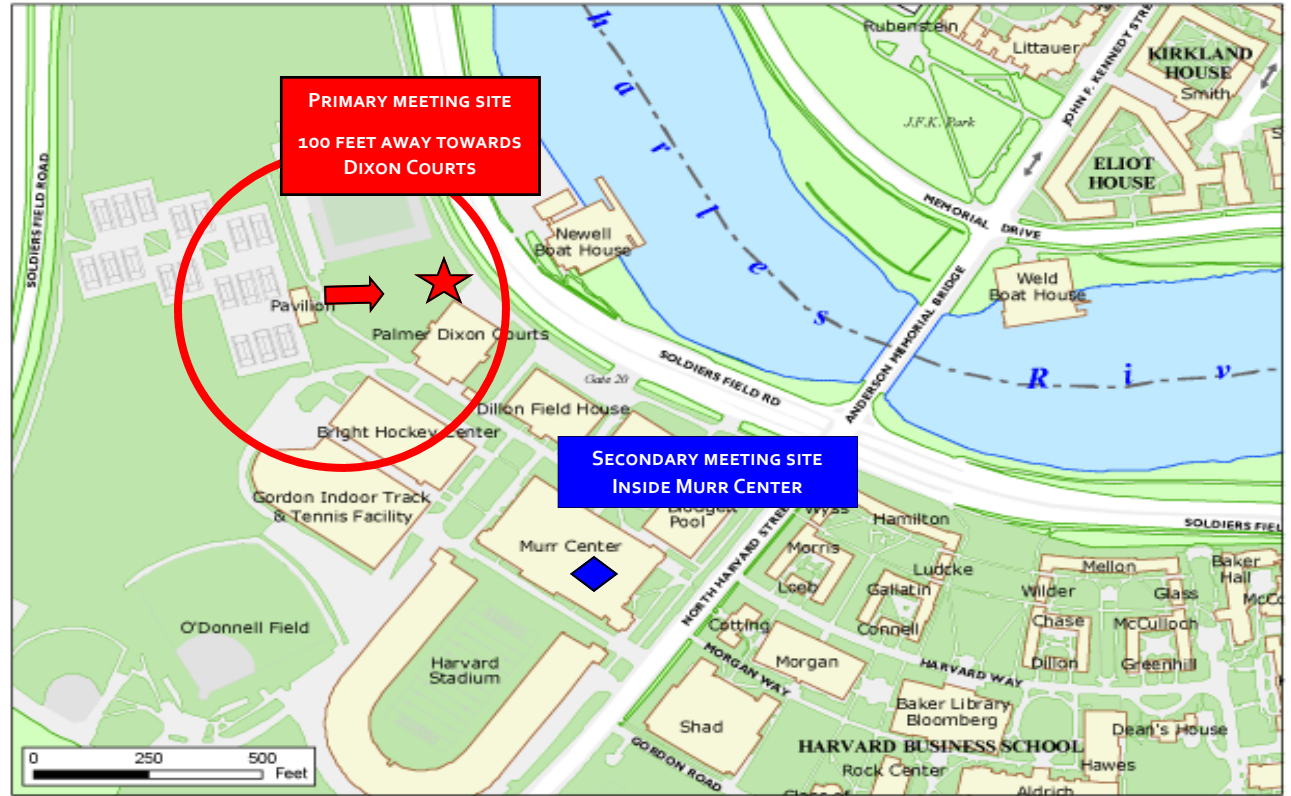
BOSTON, MA, 02163

ACCESS TO THE ATHLETIC COMPLEX IS
GAINED THROUGH GATE 6 OFF
NORTH HARVARD STREET

GENERAL EVACUATION GUIDELINES

- ☑ If the fire alarm is activated - **STOP** all activities and immediately initiate an evacuation.
- ☑ If it is safe to do so, close doors behind you as you exit.
- ☑ If you encounter visitors or guests - assist as necessary to the closest emergency exit.
- ☑ Follow **EXIT** signs to the nearest fire stairwell.
- ☑ **Do not use elevators.**
- ☑ Go to your designated meeting site.
- ☑ Please wait for further instructions.
- ☑ Do **NOT** re-enter the building until authorized by HUPD or the Boston Fire Department.

FIRE/MEDICAL EMERGENCY	911
 LOCATIONS	<u>FRONT DESK</u>



IF YOU DISCOVER A FIRE

RELOCATE - If safe to do so, **relocate** people in immediate danger. Beware of persons who may need assistance.

ALARM - Pull the building fire **alarm** to alert others. Fire pull stations are typically near the fire exits and main exits

CONFINE - Close all doors as you exit your office, if safe to do so.

EVACUATE - **Evacuate** the building. Do not use elevators. Report to your designated meeting site.

PLAN AHEAD

- ☑ Learn the location of alternative exits from all work areas.
- ☑ Know the location of the nearest fire alarm and learn how to use it.
- ☑ Know the location of your buildings/departments meeting site.
- ☑ If you have a disability that may delay your escape - communicate your needs with your coach, building manager or the **Accessible Education Office**.

